PIEDMONT VIRGINIA COMMUNITY COLLEGE

I – ACADEMIC AFFAIRS POLICIES

I – 1.0.1 ACTIVATION OF ACADEMIC PROGRAMS

Policy #:	**I – 1.0.1**
Effective:	**July 2005**
Revised:	**October 2018**
Responsible Dept.:	**VPISS**

Purpose

To ensure academic programming decisions are made with input from appropriate advisory and decision-making college constituents and that all stakeholders are notified of programmatic changes in a timely manner.

Policy

The office of the VP for Instruction and Student Services (VP-ISS) is responsible for ensuring all new academic programming development follows Virginia Community College System (VCCS) policy (Table 5-3) approval and/or notification processes. In addition, this office is responsible for ensuring all academic and student services units are aware of new program offerings.

Procedure

1. Faculty who wish to develop new academic programs consult their respective division dean to review VCCS (Table 5-3) and college procedures (listed below).

    a. Faculty wishing to develop a transfer associate degree or a specialization within an existing transfer degree collaborate with the dean to determine if a new program of study is needed.

    b. Faculty wishing to develop a career studies certificate, certificate or AAS degree collaborate with the dean to formulate an "Advisory Board" of non-college community experts to assist in the development of a curriculum of study. In addition, these faculty must follow and complete the VCCS new program guidelines and must follow and complete the VCCS new program guidelines and checklist.

    c. Faculty wishing to develop a transfer degree or specialization within an existing transfer degree (AA or AS) must follow and complete the VCCS new program guidelines and checklist and collaborate with the division dean and four- year schools to ensure transferability of the curriculum.

2. Upon completion of requirements for new program development, the respective academic dean will present the new program materials to the Vice President for Instruction and Student Services (ISS) group for review. This is done to ensure all VCCS requirements have been met and to determine if the new program constitutes

a "substantive change" that must either be reported/ approved by the Southern Association of Colleges and Schools Commission on Colleges.

3. If it is determined that the new program does constitute a "substantive change" the VP-ISS will provide the required documentation to the Director of Institutional Research, Planning and Institutional Effectiveness (who serves as the college's SACSCOC liaison) for submission to SACSCOC.

4. After ISS review, the developing faculty present the request for the new program to the college's Curriculum and Instruction (C&I) Committee for review and approval for recommendation to the President's Staff. For non-transfer programs, material presented to the C&I Committee must include documentation of curriculum advisory committee review, input, and recommendation.

5. After approval by the C&I committee the proposal is presented to the President's Staff by the VP-ISS. Along with the C&I proposal form, a completed VCCS 102 – Request for New Curriculum should accompany the proposal.

6. After approval by the President's Staff the proposal is presented to the College Board.

7. After approval of the College Board, VP-ISS will:

   a. Notify VCCS of new career studies certificates.

   b. Send new certificate or degree programs to VCCS for review and approval. Upon approval, VCCS will forward to State Board of Community Colleges and SCHEV as necessary.

8. When final approval is received for a new program the following procedures will be followed to ensure that all appropriate departments are made aware of this information.

   a. The VP-ISS' office will inform the appropriate Division Dean and prepare and send a curriculum sheet to the division office, the Admissions and Advising Center, and Financial Aid.

   b. Division Administrative Assistant will ensure that all courses in the new curriculum plan are included in the PeopleSoft course catalog and will inform the VP-ISS' office when this is complete.

   c. VP-ISS' office will inform the Registrar's Office and Academic Computing of new program and plan code. The Registrar's Office and Academic Computing will ensure that:

      1) Web application is updated;
      2) Academic Plan Code is entered into PeopleSoft; and
      3) The new program is added to the PeopleSoft database.

   d. VP-ISS's office will add program to program review schedule.